

Supervision Policy

Policy Statement

Following a successful probationary period, 6 months (where induction forms are completed), the manager/deputy will hold regular supervisory meetings with each employee. Whilst the areas of discussion and issues that arise are likely to change over time, the meetings are an opportunity to discuss work performance, recognition of achievements, performance concerns, training/developmental needs and any other issues or concerns. The process is a two way process with both the needs of the individual and our setting being taken into account. The annual appraisal provides the opportunity to look back over the previous year in a more formal and structured way than the regular supervisions.

Procedures

There is a two way discussion to ensure that all staff are clear about their role and expectations of them, and the support that is available to them. Staff will be made to feel comfortable in these meetings and are able to discuss any concerns they may have. Sufficient time will be set aside for each member of staff without distraction and in private. A written record signed by both management and the employee of every supervisory meeting and appraisal will be kept (in their personal file) to show what has been discussed and what action (if any) needs to be taken.

Supervisions & Appraisals

A supervision / appraisal meeting will take place approximately once every 6 months for all staff. The meetings are an opportunity to discuss work issues and performance, any achievements and positive feedback, support required, concerns and action points and training needs.

The supervision form will include:

- A review of the last meeting and tasks set
- Work performance
- Feedback and Recognition
- New targets and action points
- Training and development needs
- Health and Safety, equality and diversity and confidentiality issues
- Any other issues

Staff are encouraged to take any notes throughout the meetings to record any key points that are raised. A copy of the Supervision form will be produced by the manager and then signed by both parties and a copy given to the member of staff.